



# UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

## ORIGINAL

ForO 4000.2

4

17 JUN 1996

### FORCE ORDER 4000.2

From: Commander  
To: Distribution List

Subj: DEFENSE RETAIL INTERSERVICE SUPPORT (DRIS) PROGRAM

Ref: (a) DOD 4000.19-M Defense Retail Interservice Support  
Manual

Encl: (1) Flow Chart for ISA's and MOU's

1. Purpose. To promulgate policy and establish procedures for the management of the DRIS Program within the Marine Forces Reserve (MARFORRES).

2. Cancellation. ForO 4000.1.

3. Information

a. The DRIS Program is designed to promote interservice and interdepartmental support between retail activities of the Department of Defense (DoD) and participating non-DoD government agencies. The purpose of the program is to achieve efficiency and economy in government operations by providing for support between activities of different government agencies. The reference provides detailed information regarding policy and management of DRIS.

b. Use of the DRIS Program by MARFORRES units includes, but is not limited to, the following:

(1) Arranging for maintenance support.

(2) Arranging for calibration services from agencies other than the Department of the Army.

(3) Arranging for mobilization requirements.

(4) Arranging for support of SMCR drill and Annual Training (AT) at non-Marine Corps installations.

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c. An approved Interservice Support Agreement (ISA) represents a commitment by one government agency to provide specified services, material, or support to another government agency. The ISA must clearly delineate the terms of the agreement, explicitly stating the responsibilities of all parties. The ISA is prepared on Support Agreement, DD Form 1144, per the reference.

d. Memorandum of Understanding (MOU) is a document that is used between a supplier and receiver pending the preparation of an ISA or when an ISA is not suitable or appropriate. It will set forth clearly the responsibilities of all parties to the agreement. MOU's may be approved at the unit level.

e. DRIS agreements are prepared by the supplying activity. Additionally, they must be signed by the Commander, Marine Forces Reserve's designated approving authority as designated in paragraphs 4c and 4d, concurring with the provisions of the agreement.

#### 4. Action

##### a. Inspector-Instructors

(1) Follow the provisions of the reference.

(2) Review DD Form 1144 with the reference and the following guidance:

(a) Block 5a will contain the Department of Defense Activity Address Code (DoDAAC) of the Reserve unit, not the Active Duty staff, when the SMCR unit is the receiver.

(b) The Major Command Code, block 5b, used as the receiver, will contain DoDAAC, for Commander, MARFORRES.

(c) The funding provision contained in block a will state that the Voucher for Transfer Between Appropriation for Funds, SF 1080, will be forwarded to the unit for certification and be paid by the Defense Finance Accounting office, Kansas City, MO, except in the case of utility costs for Reserve units located at a Navy/Marine Reserve Training Center. Those costs, will be forwarded directly to MARFORRES (BOS).

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(d) Blocks 12 and 14 as appropriate will be left blank and completed at this Headquarters. They are not to be completed at the local level.

(e) Forward all ISA's to MARRESFOR (BOS) via unit cover letter or endorsement.

(f) The flow chart contained in the enclosure will be used as a guide for submission of DD 1144's. Upon receipt of the completed DD 1144 the Reserve unit will forward a copy to the Commandant of the Marine Corps (LMM).

b. Assistant Chief of Staff, Comptroller. Review all SMCR ISA's and sign as the "Receiver Comptroller" (block number 12, DD Form 1144) when support is obtained by agreement from another branch of service. When ISA's/MOU's are prepared at Marine Corps owned and managed training centers to provide services to another branch of service, review the agreements and sign as the "Supplier Comptroller" (block number 11, DD Form 1144). Documents will be routed per the enclosure.

c. Assistant Chief of Staff, G-4. Serve as the MARFORRES "Receiver Approving Authority" for ISA's pertaining to services, material and supply support provided to units of the command not relating to host-tenant agreements and base support requirements, and route documents per the enclosure.

d. Assistant Chief of Staff, BOS. Serve as the MARFORRES "Receiver Approving Authority" (block 14a, DD Form 1144) for ISA's that pertain to host-tenant agreements at Reserve Training Centers and for base support requirements. Additionally, serve as the MARFORRES "Supplier Approving Authority" (block 14a, DD Form 1144) for ISA's that pertain to host-tenant agreements at Marine Corps owned and managed training centers when services are provided by the Marine Corps Reserve Training Center to another branch of service. Documents will be routed per the enclosure.

## 5. Secondary Repairable Items

a. Purchase of secondary repairable items in excess of \$4999.99 is not authorized through the supplying unit. However, secondary repairable items in excess of \$4999.99 can be obtained through direct exchange.

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b. Direct exchange entails charging the customer a fixed rate of no more than 65 percent of the catalog price of the new item.

c. All ISA's which include the maintenance and repair of equipment will include the following provisions of categories of support: SG, SH, MG, and MH.

SUPPLIER WILL

Provide repair parts to include direct exchange items on a reimbursable basis. In the event that direct exchange item is not available and the cost exceeds \$4999.99 the Supplier will notify the Receiver.

RECEIVER WILL

When direct exchange cannot be accomplished and the unit costs exceeds \$4999.99 the Receiver will requisition through the Marine Corps Supply System and furnish the part to the Supplier for installation.

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
J. R. COHN  
Chief of Staff

DISTRIBUTION: B

Copy to: CMC (LMM(2))  
AC/S, G-4  
AC/S, BOS  
AC/S, COMPT

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FLOW CHART FOR ISA'S AND MOU'S

1. INITIAL LIAISON WITH HOST  
RECEIVING ACTIVITY  
DET. SCOPE & APPROX. COST  
FOR ISA OR MOU
2. ISA/MOU PREPARED BY HOST OR  
"SUPPLIER ACTIVITY"
3. FWD ORIG. + FOUR COPIES ISA/MOU  
TO COMMARFORRES (8)
4. COMMARFORRES (8)  
REVIEWS AND SIGNS
5. EXERCISE, ATD OR LOGISTIC  
SUPPORT ISA'S OR MOU'S  
COMMARFORRES (8)  
REVIEWS & SIGNS AS  
"APPROVING AUTHORITY"
6. RESERVE TRNG CTR HOST/TENANT  
OR BASE SPT AGREEMENTS  
COMMARFORRES (BOS)  
REVIEWS & SIGNS AS  
"APPROVING AUTHORITY"
7. APPROVING AUTHORITIES  
FWD APPROVED ISA'/MOU's  
TO RESERVE UNIT
8. RESERVE UNIT EXECUTES  
ISA's OR MOU'S FWD COPY  
OF TO DLSC BATTLE CREEK,  
MI AND CMC (LMM)

Enclosure (1)